

**Holy Family Parish Position Description:
Children's Ministry Coordinator**

Position Title: Children's Ministry Coordinator

Status: Part-time; non-exempt

Reports to: Director of Discipleship

I. Broad Statement of Responsibilities:

The Children's Ministry Coordinator in collaboration with the Director of Discipleship, Pastor and Ministry Staff facilitates religious education for elementary students in grades k-5. This is specifically through coordinating the students and volunteers within the Monday and Wednesday sessions, and through providing support for homeschooling families.

II. Major Position Responsibilities and Regular Activities:

A. Program:

1. Assists with registration process, plans resource needs (space, time, materials, staff, texts).
2. Oversees program during scheduled times.
3. Works within the budget allocated for the operation of programs; consults with Director of Discipleship in budget maintenance, future planning, and program adjustments
4. Utilizes Department support staff
5. Pursues further training and professional development; renews Catechist Certificate regularly.
6. With collaboration of Supervisor, coordinates summer Vacation Bible School program, 2nd grade Sacramental preparation, and homeschool programming

B. Catechists/Teachers and other volunteers:

1. Recruits, trains, supervises catechists for program
2. Implements appreciation, support, and motivation techniques
3. Coordinates with Director of Discipleship for supervision and evaluation of volunteers
4. Assists in the selection of teaching aids and lesson planning

C. Parents & Parish Community:

1. Facilitates communication and positive relationship
2. Manages safe environment for all children
3. Provides opportunities for parent-family involvement and faith deepening through intergenerational ministry

III. Position Qualifications:

- Active member of a Roman Catholic parish faith community
- Possesses appropriate self-knowledge, ability to share the Catholic faith in a developmentally appropriate manner and with both children and adults (parents and volunteers), group processing/facilitation skills
- Capabilities in program coordination, communication, organization (time management, delegation, long-range planning), financial management/budgeting and administration
- Holds volunteer management skills (recruiting, training, supervising, supporting)
- Experience in elementary religious education
- Ability to work collaboratively with staff, councils, committees, parents, youth
- Certified in "Protecting God's Children" and conforms to the "Standards of Ministerial Behavior"
- Minimum high school diploma: bachelor's degree preferred
- Competency in written expression and computers
- Holds certificate in faith formation area (catechist, youth ministry, etc.)
- Ability to maintain confidentiality regarding persons and data within and outside the office.

IV. Work Environment:

- Maintain an average of 10-12 hours per week per year
- Regular office hours (during business hours) from Aug.–May are to be established, with time for VBS in June
- Entails evening and some weekend work
- Cubicle office laptop computer in open office environment
- Participates in supervisory, department and parish staff meetings and events as appropriate
- Evaluation/review in June and January by Supervisor
- Other duties as required

V. Signatures of Understanding:

By signing below, you are acknowledging your awareness and understanding of the information above.

Employee _____ Date _____

Supervisor _____ Date _____